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## ORIENTATION STATEMENT

For use of this form, see AR 690-300, chapter 301; the proponent agency is DCSPER

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### SECTION I

*(This section is to be completed by the selectee upon completion of the processing orientation.)*

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I hereby acknowledge receipt of a copy of DA Pam 690-1, "Working Overseas with the Department of the Army" and the DA pamphlet in the 608 series ("\_\_\_\_\_ , Facts You Need to Know").  
*(Country of assignment)*

I have read these pamphlets and understand and accept without reservations the conditions set forth therein.

I have been briefed on all of the topics listed on the attached Orientation Checklist and understand my entitlements, rights, responsibilities, and obligations in these areas.

I have been given the opportunity to participate in the Exceptional Family Member Program for handicapped school-aged family members, if appropriate.

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SIGNATURE OF SELECTEE

DATE

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### SECTION II

*(This section is to be completed by the personnel office representative responsible for processing the selectee for the overseas assignment.)*

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The selectee has had an opportunity to discuss the contents of the DA pamphlets listed above with me, and I have answered all questions to the best of my ability.

I have discussed each of the topics listed on the attached Orientation Checklist with the selectee and have answered all questions to the best of my ability.

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SIGNATURE OF CPO REPRESENTATIVE

DATE

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NAME AND ADDRESS OF INSTALLATION

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**ORIENTATION STATEMENT (*Cont'd*)**  
**ORIENTATION CHECKLIST**

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- Position description.
- Information pamphlets on country to which employee is being assigned.
- DA Pam 690-1 (Working Overseas with the Department of the Army).
- CPP 63 (Civilian Travel and Transportation - Permanent Change of Station Travel).
  - Tour of duty, transportation agreement.
  - Family member travel eligibility.
- Family member employment counseling.
- Dependent schools.
- Housing availability and cost.
- Allowances and differentials (Discuss SMA).
- PX and commissary privileges.
- Transportation and storage of household goods.
- Advance of pay.
- Hold baggage - how to ship.
- Furniture and appliances - what to ship.
- Privately owned vehicle - shipment.
- Name, address, and telephone number of sponsor.
- Port call information.
- Port facilities.
- Steps to follow upon arrival overseas if not met at port.
- Where to report at overseas destination.
- Time limitations on overseas employment.
- Reemployment rights.
- Returnee placement program.
- Federal Employee Group Life Insurance.
- Health benefits.
- Emergency-essential position obligations.
- Exceptional Family Member Program.

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**ORIENTATION STATEMENT (*Cont'd*)**  
**ORIENTATION CHECKLIST**

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- Payroll allotment.
- Retirement system or social security.
- Travel claims and transportation requests.
- US Savings Bonds.
- Annual and sick leave.
- Renewal agreement travel.
- Home leave.
- Emergency procedures for reaching employee overseas through Red Cross.
- Documents required for DEERS registration.